



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	ADMINISTRATIVE SPECIALIST
3	Posting Number	PN# 107303
4	Department	Department of Public Works & Engineering
5	Division	Engineering and Construction
6	Section	Engineering Branch
7	Reporting Location	611 Walker*, 15th Floor
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Assist in the administration, production and development of communications tools for the Houston Bikeway Program. These tools may include newsletter, web site, brochures, handbooks, pamphlets, reports, correspondence, fliers, posters, exhibits, video scripts, email, telephone requests, letters and other communications to present information for internal communication and for the public. Conducts research and gathering of information and material to develop communications tools, reports and documents. Composes, edits and proofreads written and verbal communications, inquiries and other tools for accuracy and correctness using various software programs available on the market. Conducts other activities as assigned to assist and support the Program while possessing the ability to work independently and in a team environment. Performs other duties as requested.

10 **WORKING CONDITIONS**

Requires ability to communicate effectively, both orally and in writing.
This position is physically comfortable; the individual has some discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related degree.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Three (3) years of administrative experience are required. Professional administrative experience may be substituted for the above education requirements on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Preferences will be given to applicants with strong writing skills and experience in Microsoft Office. Experience in public relations, outreach and other communication abilities a plus.

15 **SELECTION/SKILLS TESTS REQUIRED**

None
However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 20
\$1,442 - \$1,715 Biweekly \$37,492 - \$44,590 Annually

18 **OPENING DATE**

October 26, 2005

19 **CLOSING DATE**

November 1, 2005

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-0951. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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